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Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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May 05, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

15 May 5, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

**INTERNAL SERVICES DEPARTMENT:
AGOURA HILLS ANIMAL CARE SHELTER
AMERICANS WITH DISABILITIES ACT
PARKING LOT IMPROVEMENT PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE PROJECT SCOPE AND BUDGET
CATEGORICAL EXEMPTION
APPROVE USE OF A JOB ORDER CONTRACT
CAPITAL PROJECT NO. 87270
(THIRD DISTRICT)
(3 VOTES)**

SUBJECT

Approval of the recommended actions will find the proposed Agoura Hills Animal Care Shelter Americans with Disabilities Act Parking Lot Improvement Project is categorically exempt from the California Environmental Quality Act, establish the proposed Project, approve the proposed Project's scope and budget, and authorize the Internal Services Department to manage and deliver the proposed Project using a Board-approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Agoura Hills Animal Care Shelter Americans with Disabilities Act Parking Lot Improvement Project is categorically exempt from the California Environmental Quality Act for the reasons stated in this letter.
2. Establish Capital Project No. 87270 for the proposed Agoura Hills Animal Care Shelter Americans with Disabilities Act Parking Lot Improvement Project.

3. Approve the scope of work and project budget amount of \$1,290,000 to fully fund the proposed Project.
4. Approve and authorize the Internal Services Department to manage and deliver the proposed Project with budgetary oversight provided by the Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Agoura Hills Animal Care Shelter Americans with Disabilities Act (ADA) Parking Lot Improvement Project (Project) categorically exempt from the provisions of the California Environmental Quality Act (CEQA), establish Capital Project No. 87270, approve the scope of work and budget to fully fund the proposed Project, and authorize the Internal Services Department (ISD) to manage and deliver the proposed Project, with budgetary oversight by the Chief Executive Office (CEO).

BACKGROUND

The Agoura Hills Animal Care Shelter is located at 29525 Agoura Road in the City of Agoura Hills. The shelter provides various types of animal services to residents in unincorporated areas, as well as six contract cities. The services include, but are not limited to, pet adoptions, spay and neuter clinic, and lost and found animal services.

On July 8, 2014, the Agoura Hills Animal Care Shelter was issued a Citation and Notification of Penalty (CNP) by the California Division of Occupational Safety and Health (Cal/OSHA). The CNP identified "dangerous depression and debris" in the parking lot, roadways, and walkways at the shelter site. The CNP required the violation to be abated by August 8, 2014. To comply with the prescribed timeline issued by Cal/OSHA, the Department of Animal Care and Control utilized the services of ISD to apply a thin layer of asphalt to the affected areas as a temporary remedy. The proposed Project will provide a permanent solution to the CNP and provide ADA accessible parking and path of travel for persons with disabilities where new paving surfaces will be installed in the refurbished areas. The proposed Project consists of repaving the parking lot and various walkways at the site. In addition, three (3) building entrances will be refurbished to comply with code standards.

Implementation of Strategic Plan Goals

The Project supports the Countywide Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal 1), by maximizing the effectiveness of process, structure, and operations to support the timely delivery of customer-oriented and efficient public services. The Project also supports Community Support and Responsiveness (Goal 2), by investing in infrastructure that supports the needs of the community.

FISCAL IMPACT/FINANCING

The \$1,290,000 total Project cost for the proposed Project includes plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services. On September 30, 2014, Item 61 of the Fiscal Year 2014-15 Supplemental Budget, the Board approved the appropriation adjustment in the amount of \$1,190,000. Phase I of the proposed Project will use the approved \$1,190,000 funding to refurbish the parking lot. The CEO plans to implement Phase II

of the proposed Project utilizing \$100,000 in spending authority for additional ADA work for three (3) building entrances.

There is currently sufficient funding in Capital Project No. 87270 to fully implement the proposed project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard Job Order Contract (JOC), previously approved by the Board, and in the form previously approved by County Counsel, will be used.

The contract contains terms and conditions supporting the Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy No. 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy No. 5.060, Reporting of Improper Solicitations; Board Policy No. 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy No. 5.135, Notice of Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law). As required by the Board, language has been incorporated into the Project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004, and amended on December 15, 2009, the proposed Project is exempt from the Civic Art Fee because the majority of the work consists of paving. The potentially eligible renovation work is less than the eligible project cost threshold of \$500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The Project consists of repaving the parking lot, roadways, and walkways to provide a permanent solution to the Cal/OSHA citation and provide ADA access to public programs and services at the Agoura Hills Animal Care Shelter. The Project is within certain classes of projects that have been determined not to have a significant effect on the environment in that they meet the criteria set forth in Section 15301 Class 1(a), (c), (d) and (f), and Section 15311(a) and (b) of the State CEQA Guidelines and Class 1(c), (d),(i) and (n) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The Project consists of repair, replacement, upgrade, and rehabilitation of existing facilities with negligible or no expansion of the existing use, as well as accessory structures. In addition, the Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemptions inapplicable based on the Project records.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current services or projects.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Programs Division; Department of Animal Care and Control; and Internal Services Department.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sachi A. Hamai".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:TT:BMB

MDS:KS:rp

c: Executive Office, Board of Supervisors
County Counsel
Animal Care and Control
Arts Commission
Auditor-Controller
Internal Services